

CONFIDENTIAL

AR. 0. 1504

Approved For Release 2001/04/20 : Security Information 000400080014-9

17 June 1952

MEMORANDUM FOR: Deputy Director (Administration)

VIA : Assistant Deputy Director (Administration)

SUBJECT : Delegations of Authority

1. I wish to bring to your attention what I consider to be several serious gaps in the delegations of authority to the Assistant Director (Personnel) for management of the functions of the Personnel Office.

2. Authority and responsibility for various phases of personnel administration and related functions are delegated, in part, by each of the following:

- a. Directive of Director of Central Intelligence dated 1 December 1950.
- b. CIA Regulations.
- c. Confidential Funds Regulations.
- d. Delegation of powers and authorities by Executive Secretary, National Security Council, concurred in by Director of Central Intelligence, and dated 1 December 1950.

To the best of my knowledge, there are no other sources for authorities exercised within the Personnel Office except, of course, the authority to administer the oath of office in accordance with 5 USC 16, 16a, which must be delegated specifically by DCI and, I understand, may not be re-delegated. I do not believe that I succeeded automatically to the authorities delegated to [REDACTED] by order of DCI dated 16 July 1951 since this appears to be a specific delegation to the individual named rather than a general delegation to any incumbent Assistant Director (Personnel).

3. I would urge that generally all functions of the Personnel Office be exercised under authority delegated to the Assistant Director (Personnel) and subject to re-delegation within the discretion of the AD(Personnel). Exceptions to this need only provide that the specific delegation may not be re-delegated.

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4. I request, therefore, that both CIA Regulations and Confidential Funds Regulations be amended so that authority now granted any officer or employee of the Personnel Office be terminated and instead delegated or granted the Assistant Director (Personnel) subject to re-delegation within his discretion.

5. It is suggested that consideration also be given to amending the 1 December 1950 directive from the Director of Central Intelligence to the Deputy Director for Administration, CIA, by substituting, as indicated, the following:

"C. 1. The powers delegated in Paragraph A, Sections 1 and 2, may also be exercised by the Assistant Director (Personnel) and by his designees.

"D. 1. The powers delegated in Paragraph A, Sections 3 (when authorized by the Assistant Director/Personnel), 4, 6, 10 and 11, may also be exercised by the Chief of Administrative Services and his Assistant."

It is further suggested that Paragraphs C. and D. of the delegation of powers and authorities from National Security Council to the Deputy Director for Administration, CIA, dated 1 December 1950, be similarly amended.

6. While I am here concerned only with Office of Personnel and Assistant Director (Personnel), I would nonetheless point out that other officers serving through the Deputy Director (Administration) might benefit from similar clarification within their respective areas of responsibility.

SIGNED

MATTHEW BAIRD
Acting Assistant Director
(Personnel)

Attachments:

- 1 - DCI delegation of authority
to [REDACTED] 7/16/51
- 1 - DCI directive ER 1-3908, 12/1/50
(attached to original only)
- 1 - NSC directive, 12/1/50

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25X1A All delegations of authority now outstanding or hereafter granted to the Personnel Director are hereby also granted to [REDACTED] Assistant Director, including authority to administer the oath required by 5 U.S.C. 16 or any other oath in connection with employment.

After review of such delegations with [REDACTED] at the earliest opportunity, the Personnel Director and his subordinates will continue to exercise only those authorities specifically approved in writing by [REDACTED]

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s/ WALTER B. SMITH
Director of Central Intelligence

16 July 1951

Copies to:

25X1A [REDACTED] Asst Dir.
Personnel Director
DD/A
General Counsel
Comptroller
Advisor for Management
Vital Documents
Central Records
DCI (2)
AID/A-I&S
Personnel Division (O)

Additional Copies to:

Personnel Division (C)
Class. & Wage Adm. Division
Military Personnel Division
Personnel Procurement Division

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NATIONAL SECURITY COUNCIL
WASHINGTON

1 December 1950

By virtue of the authority vested in me as Executive Secretary, National Security Council, and the provisions of the resolution of the National Security Council as approved September 26, 1947, and in order to carry out the activities and functions provided for in Section 101 of Public Law 253, 80th Congress, approved July 26, 1947:

A. The power to review and authorize or approve the following actions on behalf of the National Security Council is hereby delegated to the Deputy Director for Administration, CIA, and his Assistant for Administration:

1. The appointment, termination, direction and general administration of personnel.
2. The payment of all allowances to civilian employees stationed abroad.
3. The transfer of civilian employees from one official station to another and the payment or reimbursement of all expenses incident thereto, including travel and the transportation of household goods, automobiles (overseas), personal effects and dependents of such employees.
4. Temporary duty travel, travel to and from overseas posts by civilian employees and consultants, and the payment or reimbursement of expenses incident thereto.
5. Applications for travel advances of vouchered funds.
6. Allowances in excess of lowest first-class rate for the transportation facility used when the lowest first-class accommodations are not available, use of a compartment, or other accommodations, required for purposes of security, or the use of extra-fare trains and airplanes where appropriate, and payment of expenses therefor.
7. Regulations for time, leave and pay of civilian employees of the National Security Council.
8. Bonds of certifying officers, agent-cashiers, and surety bonds given as security for travel advances.
9. "Requisitions for Disbursing Funds" (Treasury Dept Form 427A) to provide available funds to cover expenditures by the National Security Council in the continental limits of the United States and abroad.

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10. Settlement of claims, as provided for in the Federal Tort Claims Act of 1946 (60 Stat. 843; 28 U.S.C. 921).

11. Execution of contracts in accordance with existing laws and regulations.

12. Publication of advertisements, notices or proposals.

13. Issuance of rules and regulations governing control of Government property in possession of NSC employees, property accountability, and property responsibility.

14. The appointment of officers authorized to certify vouchers and the revocation thereof.

B. The powers delegated herein may be exercised by the Deputies of designated officials, and may be redelegated where appropriate.

C. 1. The powers delegated in Paragraph A, Sections 1 and 2, may also be exercised by the Personnel Director or the chiefs of his personnel branches.

2. The power to approve appointments delegated in Paragraph A, Section 1, may also be exercised by the chiefs of the placement sections of the personnel branches.

D. 1. The powers delegated in Paragraph A, Sections 3 (when authorized by the Personnel Director), 4, 6, 11, and 12 may also be exercised by the Chief of Administrative Services and his Assistant.

2. The powers delegated in Paragraph A, Sections 3, 4, and 6 may also be exercised by the Chief and Assistant Chief of the Transportation Branch, Administrative Services Division.

E. 1. The powers delegated in Paragraph A, Sections 5, 7, 8, 9, 10, and 14 may also be exercised by the Comptroller or the Assistant Comptroller.

2. The powers delegated in Paragraph A, Sections 5, 7, 8, and 9 may also be exercised by the Chief, Fiscal Branch, Finance Division.

F. The powers delegated in Paragraph A, Sections 11, 12, and 13 may also be exercised by the Chief of Procurement or the Chief of his Procurement and Contract Branch.

G. Any officer or employee empowered to act for an officer or employee delegated authority herein may exercise such authority during the latter's absence or incapacity.

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H. All prior inconsistent delegations are hereby rescinded.

I. The effective date of this order is 1 December 1950.

s/

Executive Secretary

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Concurred in: 1 December 1950

s/ WALTER D. SMITH
Director of Central Intelligence

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